4000 Planning

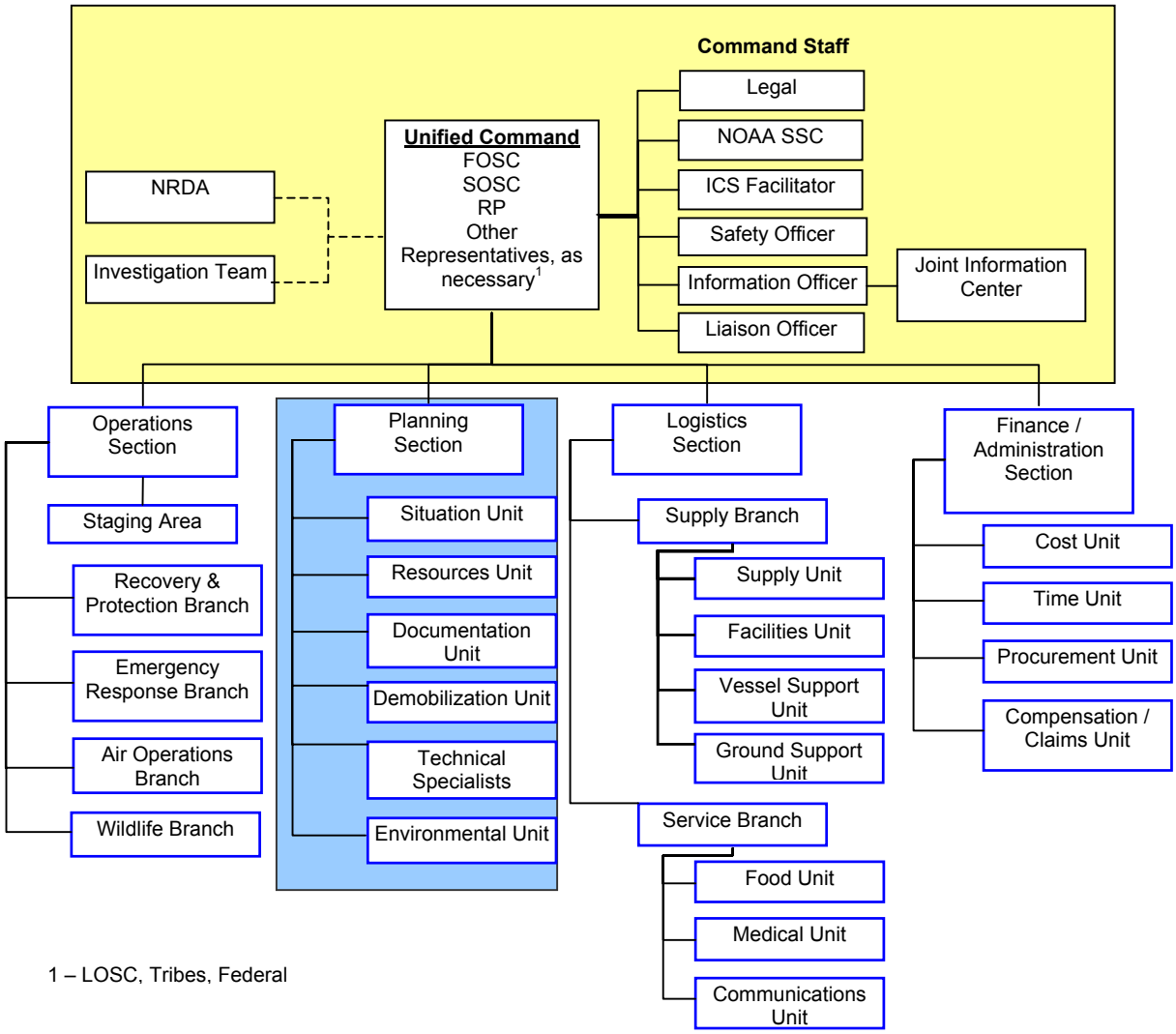
Planning is responsible for the collection, evaluation and dissemination of tactical information related to the incident, and for the preparation and documentation of action plans. The section also maintains information on the current and forecasted situation, and on the status of resources assigned to the incident. Includes the Situation, Resources, Documentation, Environmental, and Demobilization Units, as well as Technical Specialists.

4100 Planning Section Organization

Figure 4-1 is an organizational chart of the planning section and its subordinate units. It serves as an example and is not meant to be all-inclusive. The functions of the Planning Section must be accomplished during an incident; however, they can be preformed by one individual or can be expanded, as needed, into additional organizational units with appropriate delegation of authority.

Figure 1

Planning – Incident Command Organization



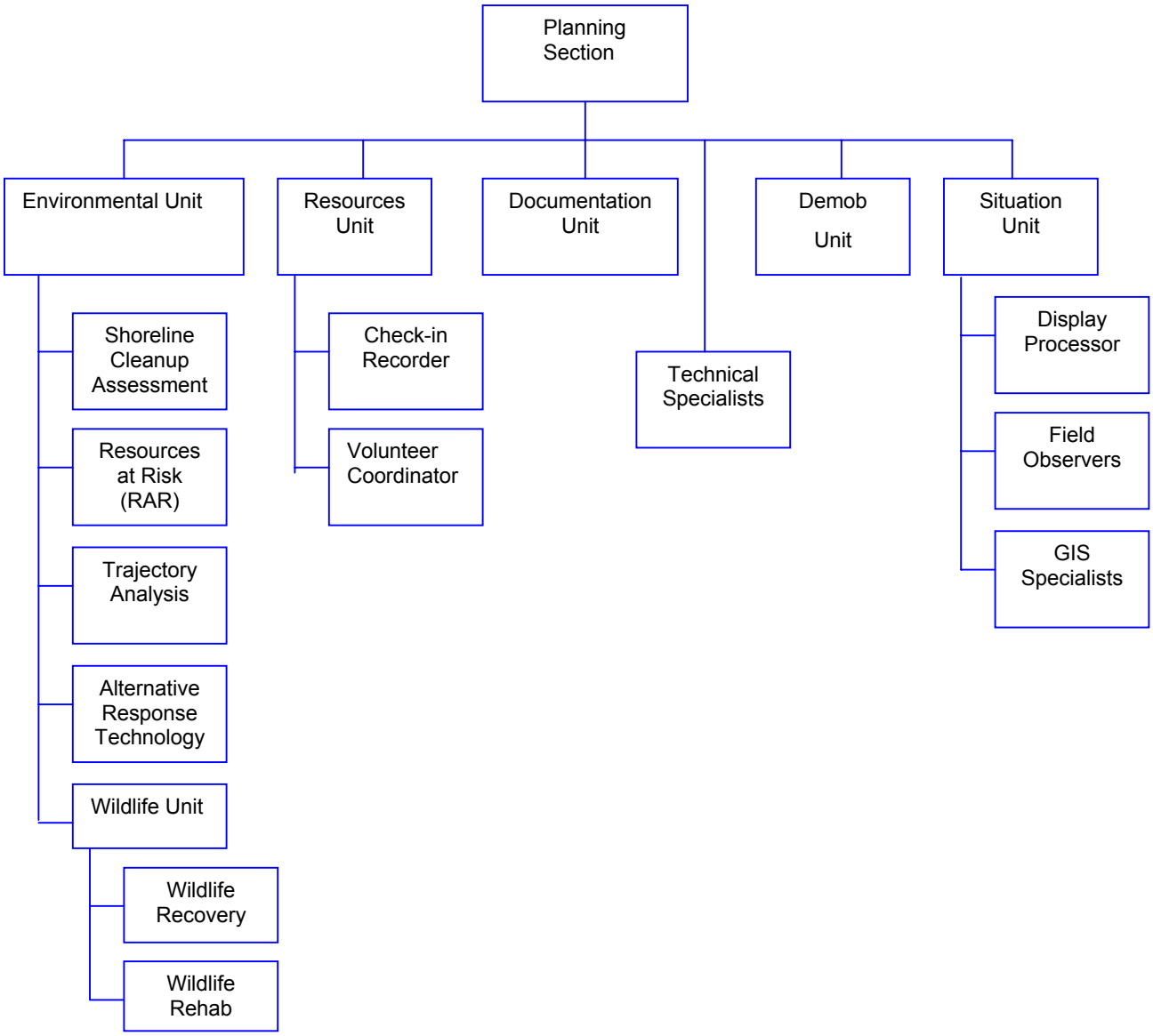
1 – LOSC, Tribes, Federal

Roles and responsibilities of the planning section can be found in the Incident Management Handbook or ICS Job Aids. The specific duties and responsibilities of the Planning Officer can be located in the Planning Section Chief Job Aid.

See Figure 4-2 for the ICS organization for the Planning Section.

Figure 2

Planning Section Organization

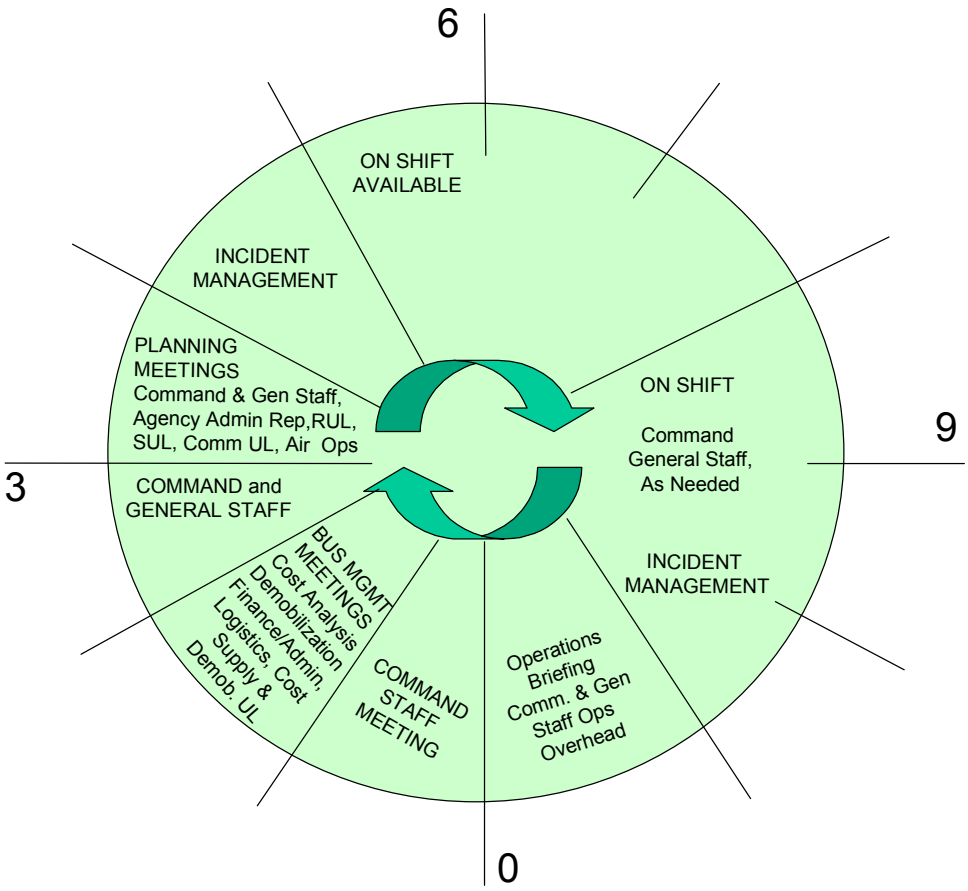


4110 Planning Section Planning Cycle Guide

The planning cycle for the Unified Command & Command Staff and its subordinate units is shown in Figure 4-3. The cycle is based on a 12-hour period and may be modified based on the actual duration of the operational period.

Figure 3

Planning Cycle



ABBREVIATIONS & ACRONYMS

Agency Admin Rep – Agency Administrator Representative
Bus. Mgmt – Business Management
Comm. UL – Communication Unit Leader
Finance/Admin – Finance Administration
RUL – Resources Unit Leader
SUL – Situation Unit Leader
Supply&Demob. UL – Supply & Demobilization Unit Leader

4200 Situation Unit

The Situation Unit is responsible for collecting and evaluating information about the current, and possible future, status of the spill and the spill response operations. This responsibility includes compiling information regarding the type and amount of oil spilled, the amount of oil recovered, the oil's current location and anticipated trajectory, and impacts on natural resources. This also includes providing information to the Geographic Information System (GIS) specialist(s) for mapping the current and possible future situation, and preparing reports for the Planning Section Chief. The Situation Unit Leader Job Aid lists the responsibilities of the Situation Unit Leader.

4210 Weather/Tides/Currents

Upon request, the NOAA Scientific Support Team will provide the geographic specific weather, tide, and current information for any incidents occurring in the Rhode Island and Southeastern Massachusetts area. Listed below are various other resources that may be referenced to determine weather, tide, and current information.

NOAA's NATIONAL WEATHER SERVICE- The National Weather Service is the primary source of weather data, forecasts and warnings for the United States. Television weathercasters and private meteorology companies prepare their forecasts using this information. The NWS is the official voice for issuing warnings during life threatening weather situations.

NATIONAL WARNINGS- Immediate access to all available warnings for the United States, including the latest information on tornadoes, hurricanes, severe thunderstorms, flash floods, flood, winter storms, special marine weather events and more.

4220 Chart/Map of Area

The NOS Map Finder service provides "one stop shopping" for images and data from a number of National Ocean Service (NOS) offices. These images and data are offered by theme (e.g., coastal aerial photography, low resolution nautical charts, coastal survey maps, environmental sensitivity index atlases, hydrographic survey outlines, historical

WEATHER.GOV- Get your weather from the source - Weather.Gov. Watches, warnings, forecasts and current conditions.

Marine Weather - forecasts for U.S. Oceans and Lakes, including real-time buoy observations. NOAA's Marine Prediction Center.

The National Ocean Service (NOS) Center for Operational Oceanographic Products and Services (CO-OPS) collects and distributes observations and predictions of water levels and currents to ensure safe, efficient and environmentally sound maritime commerce.

Tides Online: Offering near real-time tidal and storm surge water level observation data and plots.

Infohub: One Stop Shopping for Oceanographic Real Time Products Servicing Local PORTS™ Maritime Communities.

4230 Situation Unit Displays

An Incident Situation Display should be established and maintained by the Situation and Resources Unit Leaders. It should be situated in a highly visible and easily accessible location, in close proximity to the Planning Section and easily accessible to the Operations Section. The below table depicts items that should be displayed in the Situation Unit. Please reference the Incident Management Handbook Operations Guide (IMH), Chapter 20 for more information.

<table>
<tr><td>Story Board
• Initial notification
• Weather/tides
• SITREP/POL</td><td rowspan="3">Charts/Maps

Show
• Impact area
• Trajectories
• Divisional boundaries
• Functional groups</td><td>Medical Plan
ICS 206-OS</td><td>Meeting Schedule
ICS 230-OS</td></tr>
<tr><td>Response Objectives
ICS-202-OS</td><td colspan="2">Organizational Chart
ICS 207-OS</td></tr>
<tr><td>Resources at Risk
ICS 232-OS</td><td>COMMS Plan
ICS 217</td><td>Incident Summary
ICS 209-OS</td></tr>
</table>

4240 On-Scene Command and Control

A system will be used during an incident to manage on-scene command and control. There are various "systems" available for use. The USCG is currently developing OSC^2, which can support and complement the Incident Command System, serving as the platform for the integration, display, and redistribution of real-time, or near real-time, response and planning information for use by the Unified Command and the Planning and Operations sections of the ICS.

4250 Required Operations Reports

Copies of the Incident Management Handbook, oil spill forms and job aids may be downloaded from the following web sites:

Incident Management Handbook (IMH) Oil Spill Forms

4250.1 Form 209

The Incident Response Status Summary (Form 209) is used by Situation Unit personnel for posting information on status boards and provided to Command Staff members, giving them basic information for planning for the next operational period. The form provides information to the Information Officer for preparing news media releases and summarizes incident information for local and off-site coordination centers.

Resources information should be obtained from the Resources Unit. It may be scheduled for presentation to the Planning Section Chief and other General Staff members prior to each Planning Meeting and may be required at more frequent intervals by the Unified Command or Planning Section Chief. The incident response status form is located at the following link ..\icsforms\ICS.pdf\209.pdf .

4250.2 SITREPS/POLS

Throughout significant incidents, a detailed chronicle of events and response activities is maintained, some of which is included in Pollution Reports (Sample 1) and (Sample 2) that are sent to federal, state, and local government agencies involved in the cleanup efforts or that have a vested interest in the spill. SITREPS/POLS are written as events change that warrant advisement, but tend to be sent daily during ongoing significant events. At the conclusion of an incident, the spill response procedures and diagrams, SITREP/POL, lessons learned, etc., may be summarized in an OSC Report, as requested by the NRT or RRT. These reports have typically been reserved to document major incidents.

Pollution Response Presentation Aid

4250.3 Other Agency Operational Reports

NOAA

Hotline reports are short reports that were posted to NOAA's "Hotline" email system during an incident response. Hotline is an internal system used by NOAA responders and their colleagues to communicate during an incident. Examples of Hotline reports include daily situation reports, summaries of resources at risk, predicted trajectories (of spilled oil or other hazardous materials), and weather and tide predictions. Many incidents for which Hotline reports were generated are summarized in a final report (with a subject title of "Report - Final"). Typical subject titles for Hotline reports include "Report-Weather", "Report-Situation", and "Report-Trajectory." Especially in the case of a significant incident, there may be many hotline reports in the historical incidents database related to a single incident.

4300 Resources Unit

The Resources Unit Leader is primarily responsible for accounting for all response resources within the bounds of logistical and financial considerations. Resources include: people, equipment, and finances necessary to accomplish the objectives assigned to the critical success factors.

Resource mobilization capability is a key component of meeting the critical success factors. Mobilization is the capacity and capability to coordinate, assemble, and put into motion or action the organization of all necessary resources assigned to it. Efficient and effective mobilization of response resources is a critical element in reducing the cost and environmental impact of an incident.

Personnel mobilization plans are developed to:

- ❑ Enable the sustainability of the Unified Command/Incident Command System (UC/ICS) for the duration of any major pollution response operation;

- ❑ Reconcile projected worst case personnel needs (see WQSB with actual needs based on incident-specific ICS cell organization, as detailed by the UC/ICS Resources Unit in completed ICS Forms 203, 204, and 207; and
- ❑ Ensure the efficient ramp-up and demobilization of personnel in supporting the response operation.

ICS forms that will assist in the management of response resources can be located on the following website http://response.restoration.noaa.gov/oilaids/ICS/intro.html. They include:

- ❑ ICS 203-OS – Organization Assignment List
- ❑ ICS 204-OS – Assignment List
- ❑ ICS 204a-OS – Assignment List Attachment
- ❑ ICS 207-OS – Incident Organization
- ❑ ICS 214-OS – Unit Log (Forwarded to Documentation Unit)
- ❑ ICS 214a-OS – Individual Log (Forwarded to Documentation Unit)
- ❑ ICS 219-2 – Handcrews Green Colored Card
- ❑ ICS 219-3 – Recovery Vessels Pink Colored Card
- ❑ ICS 219-4 – Helicopter Blue Colored Card
- ❑ ICS 219-6 – Aircraft Orange Colored Card
- ❑ ICS 219-7 – Dozers Yellow Colored Card
- ❑ ICS 219-8 – Task Forces Tan Colored Card

Detailed descriptions of purpose and preparation/distribution requirements are described in the form's instructions.

The FOSC may contract for services, supplies and equipment to cleanup and/or mitigate the harmful effects of spilled petroleum products and hazardous substances. .

4310 Resource Management Procedures

The responsibilities of component Coast Guard organizations are as follows:

- ❑ The First District command center will coordinate activation of the D1 District Response Group, assist in personnel requests directed to Coast Guard units outside the limits of the First District chain of command (ISC Boston, ESU Boston, NSFCC, other districts, MLC Atlantic, etc.) and to other governmental agencies (RRT), and will establish a Crisis Action Center (CAC), consisting of the D1 DRAT Chief and (mor) officer, either of whom will be available to the UC/ICS on a 24 hour basis, for D1 VOSS or SORS deployment, access to D1's infrared cameras, RRT support, or mobilization of ICS trained personnel from other D1 marine safety field units.
- ❑ All First District units will be available to the UC/ICS, as directed by the command center, and assist as necessary in responding to any major pollution incident.
- ❑ ISC Boston will assist in assessing UC/ICS needs on site and in mobilizing appropriate active duty, reserve, and auxiliary personnel to support the response operation, as per MLC Atlantic Disaster Support Plan 9700-97 and COMDTINST 5400.1.

- ❑ UC/ICS Resources Unit will work with the advance ISC Boston Damage Assessment Team to determine response operation personnel needs and shortfalls and work with the ISC and the command center in satisfying identified needs, assigning the best qualified people at the most reasonable cost with the least impact on mission accomplishment.

During major pollution incidents the FOSC will oversee the UC/ICS to ensure a proper functioning, NIIMS-based Incident Command System is established, as per COMDTINST 16471.1. The new NIMS protocol will replace NIIMS in the near future, but no major changes are expected. The response management system and cell organization will be modified appropriately, adjusted to address the relative size and complexity of the spill event. Important variables include the amount and type of oil spilled, whether the cleanup will be conducted both day and night or daytime only, the degree to which the responsible party responds, and the availability of local personnel (leave, TAD, etc.). Primary responsibility for staffing the ICS rests with the responsible party, who should be prepared to activate a Spill Management Team (SMT) capable of running a sustained cleanup operation. The FOSC and appropriate Area Committee members must be ready to step in and run the response operation themselves in those instances where there is a time delay while the responsible party ramps up or when the responsible party is ineffective in rallying sufficient personnel resources to properly manage the cleanup. These contingencies can create personnel shortages that the FOSC may need to overcome quickly in order to manage a response operation effectively. To ease communication between the FOSC and command center, COMDTINST 16471.2 specifies four classifications of spill types, with Type I incidents being the most complex. Staffing for Type 3 and 4 incidents will involve primarily local Coast Guard MSO and Group personnel, Area Committee members, and some district or NSF personnel. More complex incidents will involve activation of the Coast Guard's Atlantic Area Incident Management Assist Team (IMAT), to assist the FOSC, not to supersede or preempt the local response management organization.

Initial UC/ICS Personnel Actions. Assuming a delay of at least 24 hours before the RP's SMT arrives on scene, the FOSC must mobilize as many local resources as quickly as possible and identify gaps between the local WQSB and the ICS organization developed for the specific incident (ICS Forms 203, 204 and 207 should be filled out and faxed to the First District Command Center). The FOSC should also communicate directly with the AST to get an appropriate number of Strike Team members enroute. With the arrival of ISC Boston's advance team, the UC/ICS Resources Unit should work with ISC and the RP to project personnel needs over the next 24-72 hour period and convey those needs to the First District Command Center. Requests for active duty augmentation should be specific, identifying the number of people required, rate/rank, special skills, experience, knowledge, and expected duration of service. Concurrently, the affected local Coast Guard units should initiate a call-up of their own local reservists and auxiliarists.

Guidelines for Mobilizing Unit Reservists. Members of the Coast Guard Ready Reserve who drill at local units are immediate force multipliers during surge operations, but it is important that lines of authority for their call-up are kept clear. In order to obtain the fastest response of reservists for surge operations, the unit should rely first on its own drilling members and use Inactive Duty Training (IDT), Annual Duty Training (ADT), or Voluntary Unpaid Drills to its own best advantage. In order to meet surge requirements, reserve members in a drilling status are authorized 48 paid IDT drills and 12 (up to 15) ADT days per year. There is no limit to the number of unpaid drills a reservist may perform in a voluntary capacity. The servicing PERSRU of the unit to which reservists are assigned (unit's RPAL billets) is responsible for processing reservists to support surge operations for IDT and ADT. For paid IDT, drills cannot exceed 48 in a fiscal year, 24 per quarter, 12 per month or 6 per week. ADT can be rescheduled flexibly, with the permission of the affected reservist and the approval of the District Commander. Use of reservists involves coordination between the First District Operations and Readiness Branch (opr) and the ISC Boston Force Optimization Branch. Requests for reservists in response to domestic emergencies must be made through the command center. Requests for reservists to meet the surge demands of a Coast Guard component involves the initiation of the District Commander's authority under 10 USC 12301 (d). This authority authorizes the District Commander to initiate a voluntary recall of up to 10 officers and 100 enlisted reservists for a period not to exceed 30 days for any one domestic emergency. Reserve personnel needs beyond the capability of the component Coast Guard unit needs to be transmitted to the PERSRU at ISC Boston, and must identify as a minimum the number of reservists required by rate/rank, special skills, experience, knowledge, and anticipated duration of the surge operation. ISC Boston will solicit volunteers to fulfill the request and then identify reservists to fill the need.

Initial D1(cc) Personnel Actions. Assuming the local units will need as much help as possible right away, the command center will immediately activate a Crisis Action Center (CAC) and, as appropriate, begin to dispatch district personnel to the scene, including: Public affairs, computer support, DRAT equipment and environmental specialists and an AIRSTA Flight Services Officer to coordinate flight safety. Related logistical needs, which should be anticipated, are the scheduling of a Coast Guard overflight if no commercial alternative is available, a Coast Guard cutter to assist in directing on-water operations, and one or more buoy tenders for the ready deployment of the D1 VOSS or SORS equipment. The command center will also immediately notify the ISC Boston OOD and request the dispatch of: an ISC advance team and the ISC Industrial Hygienist. Personnel support is a critical issue for the command center CAC. D1 (cc) CAC members will work closely with ISC Boston to fill UC/ICS needs; the D1 DRAT Chief will coordinate directly with other First District marine safety field units to identify suitable qualified personnel to assist in the cleanup operation. The D1 DRAT Chief will also liaise with other federal, state, and local agencies as necessary to support personnel issues the UC/ICS requests assistance in resolving.

Coordination of Coast Guard Resources Beyond D1 Geographic Limits. The D1 Command Center will work with ISC Boston to obtain additional resources beyond the D1 DRG as the need arises. The Atlantic Area Commander and MLC Atlantic will be consulted to provide out-of-district personnel during major spill incidents. The points at which out-of-district resources will be requested will be twofold: when specific resources needed on scene are not available in the First District or when the magnitude of the incident is such that the district cannot maintain its ability to keep the response operation adequately sustained. An example of the first situation would be a request to bring AIREYE or dispersant application assets and personnel on scene; whereas, the second would be mobilization of the Atlantic Area IMAT, consisting of the following personnel:

Atlantic Area IMAT members can provide:

- ❑ Deputy Incident Commander
- ❑ Information Officer
- ❑ Liaison Officer
- ❑ Safety Officer
- ❑ Planning Sect. Chief
- ❑ Ops Sect. Chief
- ❑ Deputy Ops Sect. Chief
- ❑ Logistics Sect. Chief
- ❑ Finance Sect. Chief
- ❑ Documentation Unit Leader
- ❑ Demob/Ground/Vsl Support
- ❑ Resource Unit Leader
- ❑ Situation Unit Leader
- ❑ Time/Cost Unit
- ❑ Procurement Unit Leader
- ❑ Comms Unit Leader
- ❑ Supply Unit Leader
- ❑ ICS Technical Spec.

4310.1 Check-in Procedures

Personnel and equipment arriving at the incident can check in at various incident locations (e.g., staging areas, base camps, helibases, and ICP). Check-in consists of reporting specific information that is recorded on the forms listed below.

Managers at these locations record the information and give it to the Resources Unit as soon as possible. The Resources Unit is responsible for providing the forms to the Finance Section. The Resources Unit maintains a master list of all equipment and personnel that have reported to the incident. All completed original forms MUST be given to the Documentation Unit.

Group/MSO Long Island Sound shall use the check-in form as described in the ICS forms as follows:

ICS 211 – Check-in List (Communicate to Resources Unit ASAP) ICS 211e-OS – Check-in List Equipment (Communicate to Resources Unit ASAP) ICS 211p-OS – Check-in List Personnel (Communicate to Resources Unit ASAP)

4320 Volunteers

Procedures that allow for the use of volunteers in such areas as beach surveillance, logistical support, and bird and wildlife treatment are required by 40 CFR 300.185. Normally, volunteers should not be used for physical removal of pollutants. Volunteers shall be permitted at on-scene operations only at the approval of the Unified Command.

Volunteers shall be tracked using the ICS 211 Check-in Lists. For more information on volunteers see the Incident Management Handbook or the Resources Unit Leader Job Aid.

4320.1 Assistance Options

The Unified Command (UC) has ultimate discretion in allowing use of volunteers at the spill scene. Under normal circumstances, no volunteers will be used for the physical removal of pollutants from the environment. Although the safety of all persons involved in the response effort ultimately must remain with the FOSC, the primary task of the responsible person designated by the volunteer organization must be the safety of all volunteers involved. Volunteers report to and are the responsibility of the responsible party (RP). If there is no RP identified the volunteers report to and are the responsibility of the UC.

Persons not affiliated with specific organizations that have volunteered their services will be assigned to other volunteer organizations wherever possible. Normally, individual volunteers will not be permitted into the on-scene operations without supervision in order to ensure safety of all persons involved in the response effort.

If the FOSC approves the use of volunteers, the responsible party or FOSC shall:

- ❑ Establish and make known a phone number to be used for managing incoming requests to volunteer.
- ❑ Designate an individual to act as the Volunteer Coordinator.
- ❑ Provide FOSC with a written plan detailing the work environments in which the uncompensated workers will be working.

4320.2 Assignment

Bird and Wildlife Treatment by Volunteers

Beach Surveillance and Logistics Support by Volunteers. Two valuable uses of volunteers are beach surveillance and logistics support. Volunteers desiring to assist in these efforts will be permitted to do so at the discretion of the FOSC.

Other Assignments.

- ❑ Operating phone networks designed to address public input and concern.
- ❑ Helping to mobilize and inventory equipment (prior to use).
- ❑ Pre-impact beach cleanup.
- ❑ Beach patrol (to identify equipment needs) and reconnaissance of unimpacted areas.
- ❑ Operation and construction of first aid and refreshment stations for workers.
- ❑ Assist qualified wildlife rehabilitation personnel.
- ❑ As specified by the UC.

4320.3 Training

Training requirements for uncompensated workers will be specific to the task being performed. All volunteers will be required to complete safety training in accordance with 29 CFR 1910.120. The Volunteer Coordinator will be responsible for the maintenance of a training log to document the training that each uncompensated worker receives. The log shall be made available to the FOSC upon request, and the FOSC will ensure each worker is properly trained and placed in work

environments consistent with the provisions of this plan. The FOSC may also elect to solicit the assistance of such agencies as OSHA, American Red Cross, and FEMA to assist in the training of volunteers.

4400 Documentation Unit

The Documentation Unit is responsible for maintaining accurate, up-to-date incident files such as: Incident Action Plan, incident reports, communication logs, injury claims, situation status reports, etc. Thorough documentation is critical to post-incident analysis. Some of these documents may originate in other sections.

This unit will ensure each section is maintaining and providing appropriate documents. Incident files will be stored for legal, analytical, and historical purposes. The Documentation Unit also provides duplication and copying services.

4410 Services Provided

See the Documentation Unit Leader Job Aid.

4420 Documentation Specialist

Formerly known as the Spill Historian, the Documentation Specialist can be established when the normal incident/event documentation requirements exceed the capabilities of the Documentation Unit Leader and/or the complexity of the incident/event dictates the need for more experienced oversight of the documentation process. The Documentation Specialist will coordinate an effective documentation system to support demobilization efforts and ensure all lingering documentation is captured by the system.

4500 Demobilization Unit

The Demobilization Unit is responsible for developing the Incident Demobilization Plan, and assisting Sections/Units in ensuring that orderly, safe, and cost-effective demobilization of personnel and equipment is accomplished. See ICS Form 221 for the Demobilization Checkout.

Demobilization comprises the following activities:

- Final survey
- Survey/replace equipment
- Clean/return equipment
- Restore damaged areas
- Consultation with appropriate Natural Resource Trustee and property owners

4510 Sample Demobilization Plan

Sample Demobilization Plan.

4600 Environmental Unit

The Environmental Unit is responsible for environmental matters associated with the response, including strategic assessment, modeling, surveillance and environmental monitoring and permitting. The Environmental Unit prepares environmental data for the Situation Unit. Specific tasks of the Environmental Unit Leader include, but are not limited to:

- Identify sensitive areas and recommend response priorities
- Following consultation with Natural Resource Trustees, provide input on wildlife protection strategies.
- Determine the extent, fate, and effects of contamination.
- Develop shoreline cleanup assessment plans.
- Identify the need for and obtain permits, consultations, and other authorizations including Endangered Species Act (ESA) provisions.
- Evaluate the opportunity to use various Applied Response Technologies.

The NOAA Scientific Support Coordinator will act as the Environmental Unit Leader. For more information on the NOAA SSC, see Section 5410.31. The Environmental Unit Leader Job Aid provides additional information on the job responsibilities for this position.

4610 Resources for the Environmental Unit

Specific information such as: chart/map key/maps; natural/physical environment sensitive sites; habitat/morphological characteristics of sensitive sites; sensitive species/resources and locations; historical/archeological sensitive sites; economical sensitive sites; sensitive environmental information; and seasonal concerns for sensitive areas are identified in the Geographic Response Plans.

Environmental Sensitivity Index (ESI) maps serve as quick references for oil and chemical spill responders and coastal zone managers. They contain three kinds of information:

1. Shorelines are color-coded to indicate their sensitivity to oiling.
2. Sensitive biological resources, such as seabird colonies and marine mammal hauling grounds, are depicted by special symbols on the maps.
3. ESI maps also show sensitive human-use resources, such as water intakes, marinas, and swimming beaches.

For more detailed information on ESI maps please see the following website: http://response.restoration.noaa.gov/esi/esiintro.html

4610.1 Sensitive Area Sheets/Maps (SAS) with Protection Priorities

Sensitive Area Sheets/Maps are located in the Security Sensitive – FOR OFFICIAL USE ONLY Appendix for hard-copy plan distribution and on the enclosed CD-ROM. They include the following:

(A) Long Island Sound Sensitivity Maps

(B) CT Site Sensitivity Area Summary Sheets

(C) NY Site Sensitivity Area Summary Sheets

4610.2 Sensitive Area Situation

One of the most important considerations of response planning is the identification of environmentally sensitive areas. These areas must be protected against intrusion of oil and hazardous substances. Highly vulnerable areas have been identified within each of the geographic areas in this plan. Naturally, the enormous size and diversity of the waterfront of Long Island Sound yields a great number of vulnerable and sensitive areas. Where possible, industrial areas such as water intakes are identified along with environmental areas such as wetlands. The large number of recreational areas, such as marinas and beaches, are similarly identified. All should be considered for prestaging of equipment early in the initial phase of the response if there is a potential for any impact.

4620 Science Committee

Under certain circumstances, the NOAA Scientific Support Coordinator will form an ad-hoc Science Committee composed of local subject matter experts. These experts will be solicited from local academic institutions, non-government organizations (NGO), technical consulting organizations, and government agencies. The committee will provide for cross communication within the local scientific community on matters relating to protection, mitigation, treatment and injury assessment.

Appropriate recommendations of the Science Committee will be brought to the Unified Command through the Environmental Unit and Planning Section by the designated chair of the committee, usually the NOAA SSC or deputy SSC.

The Science Committee will meet on a regular basis, as determined by the chair, and will be dissolved at the call of the chair or the Unified Command. Unless otherwise authorized by the RP or UC, the members of the Science Committee will serve without compensation and will not participate in on-site activities, except for the designated command post or as a function of some other response-related activity or job within the command structure.

4700 Technical Support

Certain incidents or events may require the use of Technical Specialists who have specialized knowledge and expertise. Technical Specialists may function within the Planning Section or may be assigned wherever their services are required.

The following are examples of Technical Specialists: Weather Observer, Environmental Specialist, Training Specialist, Chaplain Emergency Response Technical Specialist (CERT), Critical Incident Stress Management Specialist (CISM), Family Assistance Coordinator, Human Resources Specialist, Salvage and Engineering Technical Specialist (SET), Geographic Information System Specialist (GIS), Public Health Technical Specialist, Legal Specialist, and Documentation Specialist.

See the Incident Management Handbook for a description of the duties for each of these positions.

4800 Required Correspondence Permits & Consultation

4810 Administrative/Directive Order

An Administrative/Directive Order is an intermediate step that the FOSC may take in ensuring that appropriate action is taken in an oil or hazardous material spill incident. The order directs the responsible party to take specified action without the FOSC assuming total control of the spill response.

4820 Notice of Federal Interest

A Notice of Federal Interest (Form CG-5549) for an oil pollution incident informs the potential responsible party that there has been or potentially will be a spill of oil or hazardous materials for which the individual may be financially responsible.

4830 Notice of Federal Assumption

A Notice of Federal Assumption instructs the responsible party or suspected responsible party that cleanup activity to date has not been satisfactory and that the FOSC intends to conduct the cleanup from that point on. The responsible party remains financially responsible for the cleanup and penalties.

4840 Notice of Designation

A Notice of Designation of a source is required in actual or potential spills where the potential for third party claims exists. The FOSC is responsible for notifying the NPFC as to whether or not the source has been identified. Notification to the NPFC may be by telephone, letter or message (included as part of a SITREP/POL). A standard form letter for the designation of sources is currently under development by the Coast Guard. Additional guidance may be located in NFPC Instruction M5890.3 - Technical Operating Procedures for Designation of Source Fish and Wildlife Permits.

4850 Fish and Wildlife Permits – TBD

4860 Endangered Species Act (ESA) Consultation

A Memorandum of Agreement (MOA) was established between USCG, EPA, USFWS, and NOAA NMFS to address required consultations under Section 7 of the Endangered Species Act. This MOA outlines the actions to take for completing these consultations prior to and during an incident.

4870 Disposal – TBD

4880 Dredging – TBD

4890 Decanting – TBD

4900 **Reserved for Area/District**